

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Insurance Company Name]
[Claims Department]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Insurance Claim [Claim Number]

Dear [Claims Adjuster's Name or "Claims Department"],

I am writing to inquire about the status of my insurance claim submitted on [Date of Claim Submission] for [brief description of the incident, e.g., "water damage to my home"]. My claim number is [Claim Number]. I would appreciate any updates regarding the progress of my claim, as well as any additional information or documentation you may require from my end to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]